

California Energy Commission



CLASSIFICATION: Energy Commission Specialist I (FO)
(May consider downgrading to Associate Energy Specialist (FO) or Training & Development Assignments)

TENURE/TIME BASE: Permanent/Full-time

SALARY: \$4,833 - \$5,831 Energy Commission Specialist I
\$4,400 - \$5,309 Associate Energy Specialist

LOCATION: Sacramento, CA

FINAL FILING DATE: October 24, 2008

Under the direction and supervision of the Energy Commission Supervisor II (FO), the incumbent serves as part of an interdisciplinary team to monitor and analyze the adequacy of California's transportation fuels infrastructure and potential impacts on transportation supply and prices from infrastructure problems and supply shortages. The major data source for monitoring and analysis is through the Energy Commission's authority granted by the Petroleum Industry Information Reporting Act (PIIRA). The PIIRA program is comprised of a highly-sensitive, confidential data reporting system that requires refiners, oil companies, and distributors to submit proprietary information about crude oil, petroleum product, and transportation fuel inventories, shipments, production, and prices. The incumbent will work independently or as a team member in the preparation of analytical assessments and technical reports on transportation fuel supply issues including:

- Availability, supply, price, and economic impacts relating to transportation fuels in California
- Nature, cause, and extent of crude oil or transportation fuels product shortages
- Emerging trends related to supply, demand, and use of crude oil and transportation fuels
- Present or future constraints in the transportation fuel supply infrastructure and distribution system
- Potential for improvements to California's infrastructure to better facilitate economically adequate responses to unanticipated supply disruptions

DUTIES/RESPONSIBILITIES:

- Lead technical and analytical work to assess and analyze the adequacy of California's transportation fuels infrastructure to meet the state's transportation fuel needs and determine the potential impacts on transportation fuels supply and prices from infrastructure problems and supply shortages. Primary duties will include identifying, directing, and analyzing data and other information needed to complete the analysis.

RPA 620-231 Position# 6200-4947-012

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- Perform technical analyses to address emerging transportation fuel supply issues and recommend options and strategies to mitigate the adverse economic, technical, and environmental impacts on the transportation fuels industry, environment, and general public.
- Oversee activities to develop new reports, establish new databases, create new procedures, and conduct feasibility studies to ensure that the PIIRA program and other data sources are meeting technical, fiscal, and administrative objectives.
- Provide subject-matter expert consultation services on a range of energy-related issues regarding California's transportation sector to Energy Commission management and other governmental agencies.
- Prepare information to support Energy Commission responses to legislative proposals and media requests for transportation data and coverage of transportation issues.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of basic energy principles and statistics
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports
- Excellent analytical and report writing skills and the ability to reason logically and creatively while utilizing a variety of analytical techniques
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative
- Ability to gather, compile, analyze, and interpret written and numerical research data
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified and SROA/Surplus candidates will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

<p>Emily Oren (RPA 620-231) Personnel Office 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4100</p>	<p>California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922</p>
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